**Introduction**
This guide explains how to request a budget transfer, or virement. Virements allow end users in schools and departments to transfer working budgets between accounts and subprojects.

The process is very similar to requesting a budget re-phase (see PLN04).

⚠️ This process does not apply to research or consultancy budgets, which are managed by the Research Grants & Contracts team in Finance.

**Audience**
Budget holders and other staff in schools and departments who have budget management responsibilities.

**Workflow**
This diagram shows the workflow for requesting a virement:

- **Budget holder or administrator**: Submits request for a virement
- **Management Accounts Team**: Approves request

Transaction posted to budget

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1</td>
<td>From the main menu select <strong>Planner</strong> then <strong>Transaction&gt;Transaction entry</strong>.</td>
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| 2    | Click **New Batch** |

Note: Version defaults to the current working budget.

| 3    | Enter information about the new batch of transactions: |

| 4    | Tab twice then click **OK**. |
5 In the **Transaction entry** screen click **Add**. This creates the line to move budget from the original account or subproject:

6 Complete the line:

   a. **Account** – enter code or type ahead and tab out.
   b. **SubProject** – enter code or type ahead and tab out. The **Cost centre**, **Project code** and **Legal entity** are auto-populated.
   c. **Note** – enter meaningful comment to explain why you are requesting the virement.
   d. **Profile** - leave as is (default for this account)
   e. **Workflow Status** – tab through
   f. **Curr. Amount** – enter the amount **as a minus** (as you are moving this sum from the original budget). When you tab out, the amount is distributed according to the profile.

8 Now add a second line to move budget to the new account or subproject. Check the box to select the first line and click **Copy row**.

9 Amend the account and/or subproject and change the amount to a plus (as you are moving this sum to the new budget).

15 Click **Submit all** to get the request/batch ready for workflow.

The Workflow Status changes to **Ready for workflow**.

16 Click **Save** to submit the request for approval. A Success message is displayed confirming the transactions have been sent into workflow.

17 Click **OK**.

**What happens next?**
The virement request is routed to the Management Accounts team for approval. The changes are then posted to the budget.

**Where to go for help**
Contact the Management Accounts team at [managementaccounts@bbk.ac.uk](mailto:managementaccounts@bbk.ac.uk).